



## **MISCELLANEOUS VARIATION PROCEDURES**

The Zoning & Planning Commission meets twice a month, the **first and third Mondays of each month at 7:30pm** in the second floor auditorium of the Municipal Center located at 9446 Raymond Avenue. The petitioner, and/or representative, is required to be in attendance at the Zoning & Planning Commission meeting where the request will be discussed and voted on for recommendation to the Board of Trustees.

The Board of Trustees meets twice a month, the second and fourth Tuesdays of each month at 7:30pm & 9:00am respectively, in the second floor auditorium of the Municipal Center. The petitioner, and/or representative, is asked to be in attendance at this meeting should there be any additional questions.

**Deadline:** submit completed documents, along with any additional documentation (such as any drawings or plans, etc.), to the Department of Engineering, Planning and Development in order to be placed on the next available agenda **no later than 20 days prior to the date of the meeting**. If the petitioner will be submitting any additional paperwork, 15 copies are required.

**Fees:** there is a **\$50.00** filing fee required upon submittal of the documents.

**Petition Form:** begin filling out the petition form by writing in the full legal description of the subject property. *(The legal description may be found on a Plat of Survey or other legal document relating to the property.)* Then fill in the address of the property *(common description)*. The petitioner is required to fill in his/her name, address, and relationship to the property, and also fill in the Owner of Record portion of the Petition. *(If the Owner of Record is not the petitioner, the signature of the Owner of Record is required.)* Answer the two questions at the bottom of the form, sign and date.

**Findings of Fact Form:** this is a questionnaire pertaining to the variation(s) being requested. Please keep your request in mind when answering the questions. Fill in the top portion of this form with the name and address of petitioner, the address of the property, and the request. Sign and date at the bottom of this form.

**Notification Process:** for variation requests, the Village is responsible for mailing notifications of the request to the taxpayers of record who own property abutting the subject property.

**Trust Form:** completed by Bank should property be in a trust. Disregard if property is not in a trust.

If there are any questions on the above-mentioned procedures, you may contact the Department of Engineering, Planning and Development at 708/499-7800.



THE VILLAGE OF  
**OAK LAWN**

**Village of Oak Lawn**  
9446 South Raymond Avenue  
Oak Lawn, IL 60453-2449  
Phone #: 708/499-7800  
FAX #: 708/499-7823

<b>FOR OFFICE USE ONLY</b>	
Petition # _____	Fee Paid _____
Meeting Day & Date: _____	

## PETITION

- |   |                          |                         |                          |
|---|--------------------------|-------------------------|--------------------------|
| <b>ZONING &amp; PLANNING COMMISSION</b> | <input type="checkbox"/> | <b>BOARD OF APPEALS</b> | <input type="checkbox"/> |
| Rezoning                                | <input type="checkbox"/> |                         |                          |
| Variation of Zoning (Use)               | <input type="checkbox"/> |                         |                          |
| Variation of Ordinance                  | <input type="checkbox"/> |                         |                          |
| Other                                   | <input type="checkbox"/> |                         |                          |

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### DESCRIPTION OF PROPERTY

Present Zoning \_\_\_\_\_ Requested Zoning \_\_\_\_\_

Legal Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Common Description of Property (Street Address or Location) \_\_\_\_\_

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### NAME OF PETITIONER AND OWNER

#### Petitioner

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to the Subject Property: \_\_\_\_\_

Relationship to the Owner of Record: \_\_\_\_\_

Petitioner is: Owner \_\_\_ Contractor \_\_\_ Architect \_\_\_ Attorney \_\_\_ Other \_\_\_

#### Owner of Record

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

The undersigned being the Owner(s) of the subject property as identified above, hereby certifies that I/we are aware of the filing of the Petition by the Petitioner and have given the Petitioner consent to do so relative to the subject property.

\_\_\_\_\_  
\_\_\_\_\_

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What change of land use or variation of ordinance are you requesting?

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What unique circumstances and hardships cause you to request the above change?

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(Additional pages or supplementary sketches or plans may be attached.)

**SIGNATURE OF PETITIONER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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**FINDINGS OF FACT - JUSTIFICATION  
FOR THE GRANTING OF A VARIATION**

**PETITIONER:**  
(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMON ADDRESS OF PROPERTY THAT IS SUBJECT TO YOUR VARIATION REQUEST:**

\_\_\_\_\_

**VARIATION(S) BEING REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PURSUANT TO STATE STATUTE AND THE OAK LAWN VILLAGE CODE, CERTAIN FINDINGS OF FACT MUST BE MADE BEFORE A VARIATION CAN BE GRANTED. IN THAT REGARD, PLEASE PROVIDE A DETAILED RESPONSE TO EACH OF THE FOLLOWING QUESTIONS:**

1.) What practical difficulties or particular hardship prevents you from fully complying with all applicable requirements of the Village Code without the variation(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.) Why can the property not yield a reasonable return without the requested variation(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.) What unique circumstances, not caused by your own actions, make the requested variation(s) necessary? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.) Why will the requested variation(s), if granted, not alter the essential character of the surrounding neighborhood? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS COMPLETED FORM MUST BE SUBMITTED WITH YOUR VARIATION PETITION.**

Signature of Petitioner: \_\_\_\_\_

Date: \_\_\_\_\_



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**AFFIDAVIT OF DISCLOSURE  
OF PROPERTY INTEREST**

STATE OF ILLINOIS )  
                                  ) SS  
COUNTY OF COOK )

In accordance with Chapter 148, Section 72, of the Illinois Revised Statutes, the undersigned, one of the corporate officers of the trust or a beneficiary thereof, being first duly sworn on oath deposes and states:

- 1.) That the name of the trust is \_\_\_\_\_
- 2.) That the exact street address of the property is \_\_\_\_\_
- 3.) That the legal description of the property affected in the trust is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4.) That the following are names of the beneficiaries, their residence address, and the percentage of interest held by each in said trust.

Name of Beneficiary	Residence Address	% of Beneficial Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Affiant makes this Affidavit for the purpose of inducing the Village of Oak Lawn for benefit, authorization, license, permit or zoning relief on the above premises.

\_\_\_\_\_  
\* (Trust Officer)                      \* (Beneficiary)

SUBSCRIBED AND SWORN TO  
before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

**NOTE: This form must be signed by one of the corporate officers of the land trust under oath or by a beneficiary of the trust under oath. If additional space is needed, attach a separate sheet.**

**NOTE: A person making a false statement is guilty of perjury or subordination of perjury, as the case may be, under Section 32-2 or 32-3, respectively of the criminal code of 1961, as amended.**

\* *Strike out portion not applicable.*